



## GENERAL ASSESSMENT GUIDELINES

The Alberta Public Interest Research Group

The following questions are intended to assist board members in making consistent decisions while assessing proposals for support or funding. Please consider them while reviewing proposals. Applicants may also use this document while preparing an application.

### 1. Does the proposal further the APIRG Mission Statement?

#### APIRG Mission Statement

APIRG is a student-run, student-funded, non-profit organization dedicated to research, education, advocacy, and action in the public interest. APIRG exists to provide students with resources to be active citizens.

The proposal must demonstrate

- a. Commitment to education, advocacy, action, training and/or research on an issue

**AND** one or more of the following:

- b. Focus on social and environmental justice and other issues in the public interest.
- c. A desire to contribute to building a stronger, closer, more well-rounded community
- d. The desire and ability to facilitate skill development for student and community members
- e. A strong connection between on-campus students and community members or organizations.

### 2. Does the proposal fall into one of the APIRG funding categories?

#### **Working Group**

Working Groups (WGs) are collectives of student and community members who work together on an issue. WGs may focus on research, events, actions, publications, and other diverse activities. They tend to have long-term goals with activities and membership that continue beyond the current academic year. WGs are required to maintain a membership and hold regular meetings, and must maintain a membership that includes U of A undergrads.

APIRG expects that WGs will require many of the services that APIRG provides. WGs are expected to have regular communication with APIRG staff and board members, and are required to submit quarterly and year-end reports. Specific requirements are outlined in the Working Group Agreement and Terms of Reference.

#### **Event/Project/Training**

This category provides one-time funding and support to help groups and individual students to:

- Organize a speaker or speakers series with specific start and end dates.
- Organize an event or series of events with specific start and end dates.



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- Undertake a project with specific start and end dates (e.g. publish a research project).
- Receive training or attend a conference if part of a larger project.

### 3. What is the strategic value of the proposal?

- a. Does the proposal have concrete goals and an action plan?
- b. Does the proposal have a feasible timeline in which to achieve stated goals?
- c. Does the proposal contribute something new to the public interest community or build on existing public interest projects?
- d. Has a detailed budget has been submitted?
- e. Has the group/individual attempted to secure other sources of funding?
- f. Is the proposal feasible given the amount of funding requested and, if applicable, the composition of the group (number of individuals, commitment of group members and experience of group and individuals)?

### 4. Is the proposed funding

- a. Consistent with the size of the group and experience or commitment of the group/group members?
- b. Consistent with the scale and scope of the proposed event/project/training session?
- c. The minimum necessary to adequately address the issue (i.e. unnecessary expenses are excluded from the funding request)?

### 5. Is the proposal

- a. Affiliated with a political party? (Not eligible)
- b. An International Development Exchange? (Not eligible)
- c. Submitted by an S.U. Student Group? (These groups may apply but will not be given priority if already accessing SU resources and funding.)
- d. Demonstrating a distinct need for APIRG services and/or funding?
- e. Intended to pay for staff, office space or other base operations?
  - a. Requests for staff funding are not normally accepted, but may be accepted if the project requires excessive administration due to large cash flows (approximately \$10 000/yr or greater) or large membership or volunteer base (greater than 50 individuals) that requires coordination. The group must either use open hiring procedures or the staff person must be named in the request.
  - b. Requests for funding for office space and resources/services provided by APIRG are not normally accepted, but may be accepted if the needs of the group cannot be met by use of the APIRG office or the group can demonstrate that their project will not be possible without a dedicated office space.